

Subject: Re: Expenses

Date: Monday, February 4, 2019 at 12:56:12 PM Eastern Standard Time

From: Monette, Jenni

To: Wales, Michelle

Thank you for sending this along, Michelle.

The clause states a **60-day policy** and it reads:

"Employee expense reimbursement requests are to be completed, approved, and submitted via iExpense for each transaction within 60 days after the event."

Enforceability of this policy is described as:

"THE UNIVERSITY RESERVES THE RIGHT TO DENY THE REIMBURSEMENT OF EXPENDITURES THAT DO NOT CONFORM TO THIS POLICY, OR ARE NOT SUPPORTED WITH RECEIPTS OR DOCUMENTATION."

I hope this language means that there is perhaps room for leniency regarding the processing of my expense account considering these details have been absently and inconsistently conveyed to me from the start of my fellowship transaction. Again, I regret not asking about such a clause and I will take note of this in future business endeavors. It has not been my experience of being issued reimbursement deadlines/clauses without prior notice to business agreements. Thank you for your kind assistance in helping me understand the urgency of my accounting with Marquette.

From: Wales, Michelle

Sent: Monday, February 4, 2019 11:43:45 AM

To: Monette, Jenni

Subject: RE: Expenses

<https://www.marquette.edu/university-policies-procedures/documents/Accounting-ExpenseReimbursement-UPP3-18.pdf>

This is the link to the policy. It is on page 9, Section II, Bullet Point B. It is actually 60 days.

From: Monette, Jenni <[REDACTED]>

Sent: Monday, February 4, 2019 11:38 AM

To: Wales, Michelle <[REDACTED]>

Subject: Re: Expenses

For future assistance to incoming fellows, a mention of a deadline is extremely helpful certainly if it means certain expenses will be cut off from reimbursement.

I regret not asking earlier.

Please clarify this policy and its standing at your earliest convenience.

It will help me re-arrange my expenses / end of year accounting accordingly.

Thank you.

Jenni

From: Wales, Michelle

Sent: Monday, February 4, 2019 11:35:44 AM

To: Monette, Jenni

Subject: RE: Expenses

That is why I sent you the email and said that they should be sent in soon. MU is pretty forgiving and I am trying to get you taken care of.

From: Monette, Jenni <[REDACTED]>

Sent: Monday, February 4, 2019 11:34 AM

To: Wales, Michelle <[REDACTED]>

Subject: Re: Expenses

That 90-day clause would completely omit my expenses for September and October.
I'm concerned.

From: Monette, Jenni

Sent: Monday, February 4, 2019 11:15:55 AM

To: Wales, Michelle

Subject: Re: Expenses

Michelle.

This is the first I'm hearing about a 90 policy of reimbursement.

Can you please send the clause my way.

I would have planned differently.

Thank you.

ps. my expenses are nearly wrapped up for 2018.

As I mentioned in prior conversations, I have more than just Marquette expenses to balance.

Thanks. Look forward to receiving that 90-day clause.

Best,

Jenni

From: Wales, Michelle
Sent: Monday, February 4, 2019 10:10:13 AM
To: Monette, Jenni
Subject: Expenses

Jenni,

Hello. I hope you are well. I was just going to let you know that if you are going to file any reimbursements to please do them soon. Marquette has a policy that employees should request reimbursement of expenses within 90 days of the occurrence and I don't want to push any reimbursements from the early part of your fellowship out any longer.

Thanks,
Michelle

Michelle Wales, MBA
Director of Academic Business Affairs
J. William and Mary Diederich College of Communication
Marquette University
Johnston Hall, 111A
P.O. Box 1881
Milwaukee, WI 53201-1881
414.224.8934 ext. 2000

